

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 15, 2021 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on July 15, 2021.

The following Trustees were present constituting a quorum:

Judy Gerrard – President entering the meeting, Trustee at meeting end
Denise Parillo – Vice President entering the meeting, Trustee at meeting end
Marie Rousseau – Trustee
Shirley Darkeh – Trustee entering the meeting, Vice President at meeting end
Carmen Lloyd – Trustee entering the meeting, President at meeting end

Also Present:

Tracy Van Dyne – Director
Adina Gunsburg – Assistant to the Director

I. **CALL TO ORDER**

The meeting was called to order by President Gerrard at 7:04 pm.

II. **EXECUTIVE SESSION FOR NEGOTIATION DISCUSSION**

Upon motion by Trustee Parillo seconded by Trustee Lloyd it was **MOVED**, that the Westbury Memorial Public Library open to Executive Session for Negotiation Discussions at 7:05pm.

VOTE: Yes – 5 (Gerrard, Parillo, Lloyd, Darkeh, Rousseau)

MOTION CARRIED UNANIMOUSLY

The Board of Trustees left the room to move into Executive Session to discuss staff negotiations.

The Executive Session meeting was adjourned by President Gerrard at 7:52 pm.

Upon motion by Trustee Parillo seconded by Trustee Rousseau it was **MOVED**, that the Westbury Memorial Public Library adjourn the Executive Session for Negotiation Discussions at 7:52pm

VOTE: Yes – 5 (Gerrard, Parillo, Lloyd, Darkeh, Rousseau)

MOTION CARRIED UNANIMOUSLY

III. **OATH OF OFFICE FOR TRUSTEE, MARIE-ANTOINETTE ROUSSEAU**

IV. **ELECTION OF BOARD PRESIDENT AND VICE PRESIDENT**

Upon motion by Trustee Gerrard, seconded by Trustee Parillo it was

MOVED, that the Westbury Memorial Public Library Board of Trustees nominate and elect Trustee Lloyd for Board President.

VOTE: Yes – 5 (Gerrard, Parillo, Lloyd, Darkeh, Rousseau)

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Parillo, seconded by Trustee Rousseau it was

MOVED, that the Westbury Memorial Public Library Board of Trustees nominate and elect Trustee Darkeh for Board Vice President.

VOTE: Yes – 5 (Gerrard, Parillo, Lloyd, Darkeh, Rousseau)

MOTION CARRIED UNANIMOUSLY

Trustees Lloyd and Darkeh took their oaths of office as President and Vice President, respectively.

Committee Assignments will remain the same for Fiscal Year 2021/22:

- a. Historical Society: Judy Gerrard
- b. Public Relations: Judy Gerrard

- c. Collections: Denise Parillo
- d. Personnel: Denise Parillo
- e. School Liaison: Marie Rousseau
- f. Budget/Finance: Shirley Darkeh
- g. Technology: Carmen Lloyd
- h. Building & Grounds: Carmen Lloyd

V. **APPROVAL OF MINUTES**

- a. Minutes of Board Meeting June 17, 2021

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was **MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of June 17, 2021 as presented.
VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)
MOTION CARRIED UNANIMOUSLY

- b. Minutes of Executive Session of July 2, 2021

Upon motion by Trustee Rousseau, seconded by Trustee Gerrard it was **MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of July 2, 2021 as presented.
VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)
MOTION CARRIED UNANIMOUSLY

VI. **PRINCIPAL ACCOUNT CLERK'S REPORT**

Upon motion by Trustee Parillo, seconded by Trustee Gerrard it was **RESOLVED**, after discussion, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #1 dated July 15, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$201,275.11.

VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)

MOTION CARRIED UNANIMOUSLY

VII. **COMMITTEE REPORTS**

a. Historical Society Committee

No Report

b. Public Relations Committee

No Report

c. Collections Committee

See Budget Finance Committee Report

d. Personnel Committee

No Report

e. School Liaison

No Report

f. Budget Finance Committee

Trustees Parillo and Darkeh reported that they met with Director Van Dyne to discuss expenditures on book budgets and how to mitigate overspending in the future. The group had agreed to implement an approval system, where any book expenditures over \$500 must be approved by Director Van Dyne before placing the order.

Director Van Dyne also added that the departments would end their purchasing period in Mid-May.

Trustee Parillo also said that any overages from this past fiscal year will be deducted from the 2021-22 budget.

Trustee Darkeh requested the cost of running the Children's Library building on weekends.

g. Technology Committee

President Lloyd said she met with Director van Dyne on July 14th and had a productive discussion about Technology and Buildings and Grounds.

- Part of this discussion was in regards to cost-effectively changing from Cable (Optimum) to Verizon for our internet service.
- They also discussed Emergency Connectivity Grants in hopes to purchase ChromeBooks for our patrons to be able to checkout.

h. Building and Grounds Committee

- Also discussed at the meeting between President Lloyd and Director Van Dyne on July 14th was the greater on-site patron use of the Library. The Library has opened up more seating recently, as we slowly reopen after the Covid-19 pandemic, and the patrons are responding positively and are coming and utilizing the space.
- President Lloyd also mentioned that on July 7th the library hosted our first outdoor book club, which was very well-received, on the topic of scuba diving.
- It was also reported that the future programs will likely be a hybrid of online and in-person.
- It was reported that the Teen Zone and Computer Lab will be swapping spaces. The Teens will be moving to the back room, while the Computer Lab will be moving to the space adjacent to the circulation desk.
- Also including teens, there was discussion on starting intergenerational programming that would involve teens and seniors pairing up for activities and classes.
- It was also mentioned that two of the glass enclosed study rooms will be converted soon to house our Children's Historical Collection.

i. Director's Report

see attached

j. Staff Reports

see attached

VIII. **NEW BUSINESS**

a. Approval of Nassau Library System (NLS) 2022 - 2026 Direct Access Plan

Trustee Parillo mentioned that she went through the detailed proposal and watched the video of a meeting that NLS held to discuss the details of their plan. She expressed her strong concerns about a provision listed on pages 9 and 10 regarding "Floating Materials". She felt the wording was too vague and that this would allow for other libraries to shelve books from other libraries leaving Westbury Library vulnerable to potential loss as well as patron statistics. Director Van Dyne, in response to this concern, reached out to NLS Director Carolyn Ashby.

Motion to approve the Nassau Library System (NLS) 2022-2026 Direct Access Plan

It has been **DENIED**, that the Westbury Memorial Public Library Board of Trustees approve the Nassau Library System (NLS) 2022-2026 Direct Access Plan.

VOTE: NO – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)

MOTION OPPOSED UNANIMOUSLY

b. Revision of MOA for Assistant to the Director

Upon motion by Trustee Parillo, seconded by Trustee Gerrard it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the revised MOA for the Assistant to the Director.

VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)

MOTION CARRIED UNANIMOUSLY

c. Revision of Library Conduct Policy

Upon motion by Trustee Gerrard, seconded by Trustee Rousseau it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the revised Library Conduct Policy.

VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)

MOTION CARRIED UNANIMOUSLY

- d. Approval of Jaspan Schlesinger 2021-2022 Contract

Upon motion by Trustee Gerrard, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Jaspan Schlesinger 2021-2022 contract.

VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)

MOTION CARRIED UNANIMOUSLY

- e. Approval of Insurance Premium Renewals

Upon motion by Trustee Darkeh, seconded by Trustee Gerrard it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Insurance Premium Renewals.

VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)

MOTION CARRIED UNANIMOUSLY

- f. Approval of Computer Monitor Purchase

Upon motion by Trustee Rousseau, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Purchase of Computer Monitors.

VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)

MOTION CARRIED UNANIMOUSLY

- g. Approval of Sunday Schedule Change

Upon motion by Trustee Parillo, seconded by Trustee Gerrard it was MOVED, upon discussion that the Westbury Memorial Public Library Board of Trustees approve the Sunday Schedule Change.

VOTE: Yes – 5 (Lloyd, Darkeh, Gerrard, Parillo, Rousseau)

MOTION CARRIED UNANIMOUSLY

IX. **OLD BUSINESS**

- The Board announced their condolences to Account Clerk, Lynn Graf, who recently lost her mother.
- The Board announced their congratulations to employees who recently hit milestone work anniversaries: Chris Durrah and Margarita Estrada – de Restrepo each recently celebrated 5 years, and Tracey-Ann Moodie who has been with the Library for 20 years.
- The Board mentioned the idea of presenting certificates at Board meetings in the future to employees celebrating milestone anniversaries.
- The Board wished Maria Abelo well in her retirement from her 19 years with the Children's Library.

X. **PUBLIC COMMENT PERIOD**

N/A

XI. **DATES OF NEXT MEETINGS**

Thursday, August 19, 2021

XII. **ADJOURNMENT**

Upon motion by Trustee Darkeh, seconded by Trustee Gerrard the meeting was adjourned at 8:42 pm.

Respectfully,

Adina Gunsburg
Assistant to the Director
Westbury Memorial Public Library

BOARD OF TRUSTEES:

Carmen Lloyd, President _____

Shirley Darkeh, Vice President _____

Marie Rousseau _____

Denise Parillo _____

Judy Gerrard _____